A SERVER'S MANUAL

Prepared by the

DEPARTMENT ON YOUTH

DIOCESE OF MASSACHUSETTS

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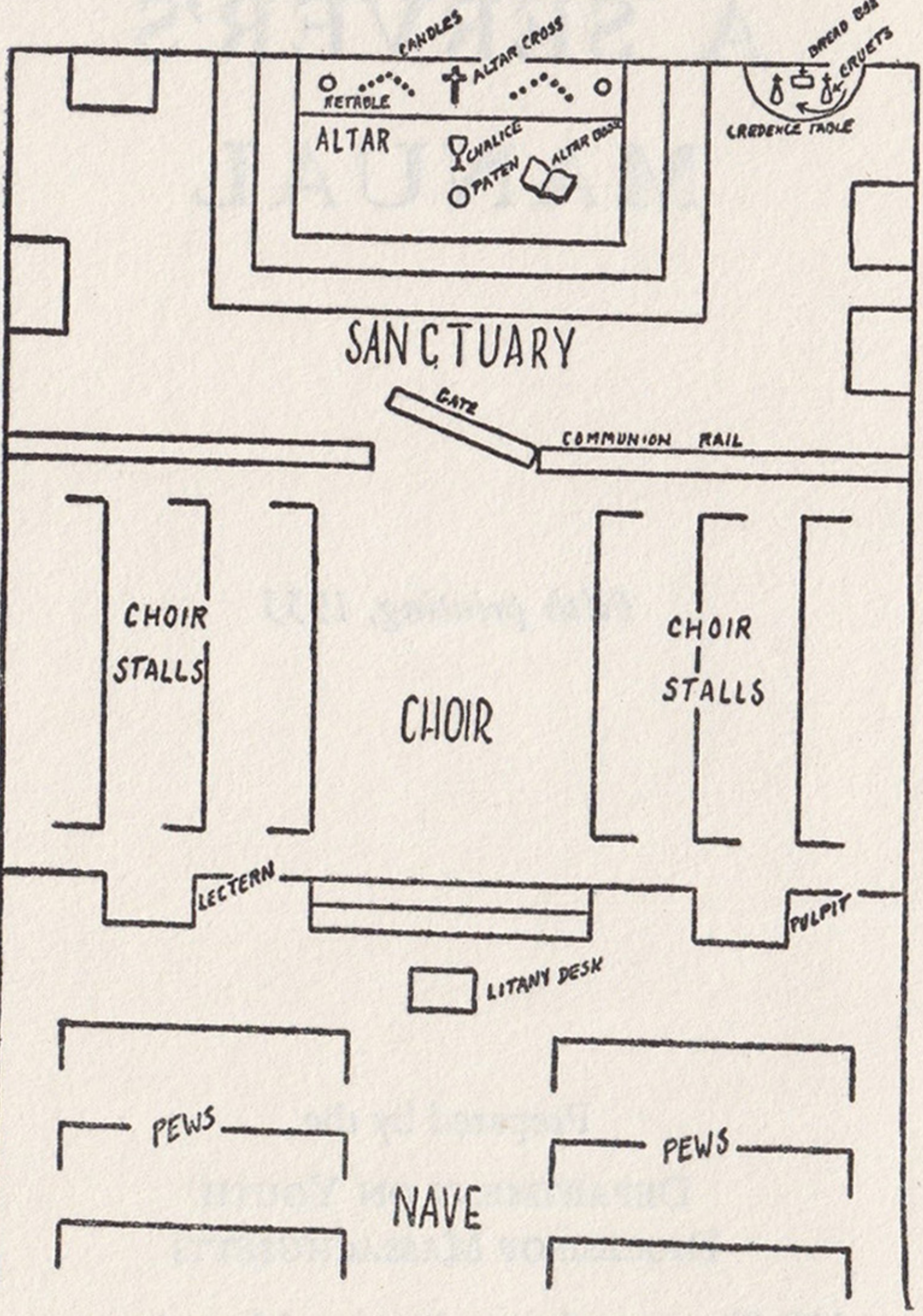
138 Tremont Street, Boston, Massachusetts

THE CHANCEL


CANDLES
ALTAR CROSS
BREAD BOX
CRUETS
RETABLE
ALTAR
CHALICE
PATEN
ALTAR BOOK
CREDENCE TABLE
SANCTUARY
GATE
COMMUNION RAIL
CHOIR
STALLS
CHOIR
CHOIR
STALLS
LECTERN
PULPIT
LITANY DESK
PEWS
NAVE
PEWS

THE SERVER'S GUILD

Purpose

A Server's Guild is an organization of selected young men who, by reason of:

a. their character and personal lives

b. loyalty to their church

c. and instinctive reverence for its worship are deemed worthy of the honor of serving the church.

Duties

A server's duties consist of loyal and faithful service to the church, assisting the clergy and staff.

Each member should realize how much the proper performance of his duties contributes to worship. He should be an example to the younger members of the congregation. His actions in the chancel will often be followed as a guide by those unaccustomed to our services. He will be a faithful attendant at church, not merely attending at such times as he is called upon to serve. He will be one who holds the respect of his associates both within and without the church, and whose sincerity, humility, and dependability fit him to serve before the altar.

A RULE OF LIFE

Often enough we want to put more effort into our religion, in order to have it mean more in our lives. But we do not know how to go about it. For this purpose a Rule of Life will help. There are definite ways in which to get to know God, and a Rule makes these a natural and regular part of our life. Praying and worshipping grow easier as they become a habit. In religion, as in everything else, we need discipline to progress; training and practice develop our powers. When we first begin with a Rule, it should be very simple and should not include too much, for if it does, we may find it impossible to live up to. As time goes on, however, we should begin to add to our Rule, since its purpose is to bring us more and more into contact with God. If we follow an intelligently planned Rule of Life, we shall soon find that the help and guidance of God becomes real to us in all that we do.

The following Rule of Life is recommended by the United Movement of the Church's Youth:

I. To Worship God Every Sunday in His Church.

This will include receiving the Holy Communion regularly after I have made careful

preparation by self-examination, penitence and prayer.

II. To Pray Daily.

The goal toward which I aim will include morning prayers of praise, self-dedication, and petition; evening prayers of penitence, thanksgiving, and intercession; and grace at each meal.

III. To Set Aside a Definite Amount of Time each Week for Devotional Reading.

The book I will read most often is the New Testament; The Book of Common Prayer, Forward — day by day, and other religious literature will also be used. I will read slowly and find a message for myself. I shall endeavor to develop a regular schedule, preferably some time each day.

IV. To Give a Definite Portion of Time and Money to the Life and Work of the Whole Church.

This calls for determined effort on my part: To help others to find Christ in the Church; to take an active part in parish work; and to make a stated weekly contribution.

INSTRUCTIONS FOR SERVERS

Rise early so that you may have ample time to prepare yourself both physically and spiritually for the duties you are to perform. Always strive to enter the Church aware of the fact that you are privileged to serve before the altar of God. Pray that you may be worthy of this high service.

Suggested Prayer Before Service:

O eternal God, help me to keep my thoughts on thee, that I may enter into thy presence and hear thy still small voice speaking in my heart. Bless those who minister and all who worship here and grant that what we do at this time may be done for thy honor and glory and for the bringing of thy kingdom on earth, through Jesus Christ our Lord.

GENERAL INSTRUCTIONS

Dress: If possible wear black shoes (polished); white collar and dark necktie; be sure that your hands and finger nails are clean.

Before service: Arrive twenty minutes before service time. Vest immediately. Receive any special instructions clergy may have. See that all books and vessels are properly arranged. Light the candles.

At time of service: Always strive to act with reverence and dignity. Be as unobtrusive as possible. Avoid the appearance of hurry. When seated or kneeling do not slouch. Do not gaze at the congregation. Do not whisper. If messages must be conveyed in the chancel do so, if possible, during the singing of hymns or canticles; never during prayers. Know the service. Make responses in an audible voice.

At the close of service: Extinguish candles, and carefully hang up your vestments before leaving.

At all times: Be ready unofficiously to assist clergy upon request, conveying messages, carrying the vestment cases of visiting clergy, etc.

INSTRUCTIONS FOR THE SERVER AT HOLY COMMUNION

1. Light candles ten minutes before hour of service. In lighting the Communion candles (the two single candles at the ends of the altar) first light the Epistle candle; then the Gospel candle. (The Epistle side is on the right when facing the altar; the Gospel side on the left. See diagram.) If, in addition, there are branched candlesticks, always light the candles from the Cross outward. Then extinguish the lighter, face the altar; turn and walk reverently out of the sanctuary.

2. After a prayer in the sacristy, precede the clergyman to the gate of the sanctuary; stand outside the gate until he has entered. Follow him and kneel in your place on the Epistle side.

3. Kneel through the reading of the Epistle. (Know beforehand the Sunday of the Church year and find the Collect, Epistle and Gospel in your Prayer Book.) Stand facing the celebrant during the reading of the Gospel. At the announcement of the Gospel stand facing "East" and join the celebrant in saying, "Glory be to thee, O Lord." At the conclusion of the Gospel face the "East" and join in say-

ing, "Praise be to thee, O Christ." Remain standing and join in the recitation of the Creed.

4. After the offertory sentence, when the celebrant uncovers the chalice, go to the credence table, remove the stoppers from the cruets, and take the ciborium to the celebrant. Estimate the number of the congregation and whisper it to him. Return the ciborium to the credence table and take the cruets to the celebrant. Take the wine cruet in the right hand and the water cruet in the left. Present the wine cruet to the celebrant with the handle toward him. Pass the water cruet to your right hand and receive back the wine in your left. Then pass the water cruet to the celebrant and transfer the wine cruet to your right hand. Receive the water cruet in your left hand and return the cruets to the credence table, placing the handles toward you and replacing the stoppers.

5. Receive the alms basin according to the directions of your Rector. Close the sanctuary gate and return to your place. At the conclusion of the "Invitation" after the words "devoutly kneeling," kneel, and continue to kneel until you have received your own Communion.

6. Kneel or stand during the administration of the Communion. Do not stare at the people coming to receive.
7. When the celebrant finishes administering, kneel in your place for the Thanksgiving. Stand for the Gloria in Excelsis. Kneel for the prayers and Benediction. After the Benediction aid the celebrant as he directs, bringing from the credence table whatever vessels he requests. Open the sanctuary gate. Return to your place and kneel.
8. Stand when the celebrant stands, and leave the sanctuary first, preceding him to the sacristy.
9. Following the prayer in the sacristy remove your cotta and immediately return to the sanctuary to extinguish the candles. Extinguish first the Gospel candle; then the Epistle. (If there are other candles, extinguish them before the Communion candles, beginning with those on the Gospel side and moving on each side toward the cross.) Come to the center, face the altar, and return reverently to the sacristy.
10. Bring the vessels to the sacristy as directed.

Note: If there is more than one server consult the Rector for instructions.

AT MORNING AND EVENING PRAYER

The duties of the server are to light and extinguish the candles and to attend to the alms basin as directed by the Rector.

DUTIES OF THE CRUCIFER AT ALL SERVICES

1. Take your place at the head of the choir as it forms for procession.
2. With elbows held naturally, hold the cross with your right hand above your left. Raise the cross well above your head. Hold the cross upright, not inclining. Walk slowly. Wait at the sanctuary gate until the choir and clergy are in their places. Step to one side if any clergyman is to enter the sanctuary. Then fasten the cross in its holder and quietly take your place.
3. Follow the service carefully, kneeling, sitting, and standing at the proper times. Remember that strangers unaccustomed to our services frequently follow your actions as a guide.
4. At the first notes of the recessional hymn, get the cross and take your position facing the altar. Start the recessional at the time directed.

INSTRUCTIONS FOR THE USE OF THE FLAGS

1. The flag of the United States takes precedence over all other flags. It is always on the right.

   a. In the nave, whether carried in procession or placed in the stand it always holds the right hand position as the congregation faces the altar.

   b. In the chancel and sanctuary our nation's flag stands or is held on the right of the altar as the altar faces the congregation, i.e., the Gospel side.

2. If the flag of another nation is carried in procession or placed in the church, the flag of the United States must also be carried and given the place of honor as above.

3. If the Church flag or the Red Cross flag is carried, it need not be accompanied by another. If the United States flag is also carried, it is on the right at all times.

Note: By the Church flag is meant the official flag of our Communion, not the official pennant authorized by the government for its church services.

A GENERAL ADMONITION

Customs regarding services will vary in different parishes. The Rector is the final authority in the conduct of the services. Consult him in all cases of doubt, for instance, reverence the cross on the altar only if it is the established custom of the parish to do so. To quote from Dr. Percy Dearmer's Handbook:

"Do not think that this or that small thing is necessary to correctness; when anyone says that every little detail is absolutely essential, you may be sure that he does not know very much about the subject of ceremonial. The rubrics of the Prayer Book are necessary to correctness; but other things are only for decency and order, and need not always be the same in every place. The Server has, in these matters, to obey the parson in charge of the parish."

A PREPARATION FOR HOLY COMMUNION

Our Prayer Book warns us that all those who "mind to come to the Holy Communion of the Body and Blood of our Saviour Jesus Christ" should "diligently try and examine themselves before they presume to eat of that Bread, and drink of that Cup," that we may receive benefit therefrom. Hence careful preparation of heart, mind and will is important.

Preparation

The noise and clamor of the busy world in which we live often distracts us and prevents us from concentrating our thoughts upon spiritual things. It is important then that, on the night before you are to make your communion, you kneel down in a quiet place, relax completely, and occupy your thoughts with God.

1. *Think about God's Goodness* — that because of his great love for you, he sent his Son into the world to guide and help you in solving the problems of your life, and to give you the power to change any impure thoughts, unworthy desires, or wrong habits.

2. *Turn to the Prayer Book, page 288.* Read slowly and thoughtfully the sections on duty to God and to neighbor. As you read, search your heart to see where you have failed and then,

(The following passages are suggested as alternative readings: The Invitation to the Holy Communion, Prayer Book, page 75; the Gospel for All Saints' Day; the Epistles for the 1st Sunday after Epiphany or Quinquagesima; and Psalm 139.)

3. *Ask God to forgive you in this manner:* Most merciful Father, Lord of heaven and earth, who hast promised forgiveness to all who confess and forsake their sins, I come before thee with an humble sense of my unworthiness. Do thou, my Father, pardon these my shortcomings and cleanse me from all sin: through the mediation of Jesus Christ my saviour and redeemer. Amen.

4. *Close your meditation with these prayers:*

a. Grant to me, Lord, the spirit to think and do always such things as are right, that I, who cannot do anything that is good without thee, may by thee be enabled to live according to thy will, and

b. Incline my heart, O Lord, that by the grace of thy Holy Spirit I may on the morrow worthily approach the sacred mysteries of thy Body and Blood and offer myself wholly to thee in all sincerity and in answer to thy great love. Amen.

5. *Finally say slowly and meaningfully the Lord's Prayer and the Grace.*

Prayer Before Communion

O Lord, holy Father, almighty, everlasting God, grant me so worthily to receive this sacred Body and Blood of thy Son our Lord Jesus Christ, that I may obtain thereby the remission of all my sins, and be filled with thy Holy Spirit, and have thy peace.

Prayer After Communion

O Lord, my God, Father, Son, and Holy Spirit, make me ever to seek and love thee; and, by this Holy Communion which I have received, never to depart from thee. For thou art God, and beside thee there is none else, for ever and ever.

OFFICE FOR THE ADMISSION OF A SERVER

At an appropriate time in the service or after the singing of a hymn, the candidate(s) for admission, standing before the altar rail, shall be presented to the minister by the director or leader:

Director: Reverend Sir, I present unto you *this person* who seeks to become a server of this parish.

Minister: Is it your desire to become a server of this parish?

Answer: That is my desire.

Minister: Will you endeavor faithfully and reverently to perform the duties of this office?

Answer: I will so endeavor.

Minister: Will you strive in your thoughts and actions always to make your life worthy of this honor?

Answer: I will so do, the Lord being my helper.

Minister: The Lord be with you.

Answer: And with thy spirit.

Minister: Let us pray.

Our Father, etc.

Give ear, O Lord, to our prayers and vouchsafe to bless *this* thy *servant*, whom we are about to receive in thy Name to serve in thy House. Teach *him* to understand thy holy service: help *him* to fulfill *his* duties always with reverence and care; and give *him* the grace of humility and holy zeal: through Jesus Christ our Lord. Amen.

Turning to the candidate(s) the minister shall say: (Name .....), I admit you as a server of this parish, in the name of the Father, and of the Son, and of the Holy Ghost. Amen.

Then shall the person to be admitted be vested with the cotta or alb.

Minister: We clothe you in this white garment, symbol of purity. May you serve with faithfulness and devotion in God's Holy House. Amen.

Let us pray.

Almighty God, who hast called thy servants to the office of Servers in thy Church, we pray thee of thy great mercy to guide, strengthen, and sanctify them by thy Holy Spirit, that, always doing thy will, they may both by their service in thy House and by their daily life please thee and glorify thy Holy Name: through Jesus Christ our Lord. Amen.

Go forth into the world in peace: be of good courage: hold fast that which is good: render to no one evil for evil: strengthen the faint-hearted: support the weak: help the afflicted: honor all men: love and serve the Lord, rejoicing in the power of the Holy Spirit. Amen.

SOME SUGGESTED PRAYERS

Morning

O God, I praise thee this day.
O God, I give myself to thee this day.
O God, I ask thee to help me this day.
Amen.

This is the day which thou hast made, I will rejoice and be glad in it. I give thanks unto thee, O Lord, for thy great goodness to me, to mine and to all mankind. Amen.

O Lord Jesus Christ, saviour, friend and brother, be with me this day. Strengthen me in all its temptations; give me courage and power to face its responsibilities; inspire me to see its opportunities. May this day be one of growth in thy fellowship. Amen.

These things, dear Father, I ask for myself.

Give me this day a pure heart, a clean mind, and a steadfast will that in thought, word and deed I may honor my Lord and Leader, Jesus Christ. Amen.

Evening

Dear Father, as I look back upon this day, I humbly confess that I have forgotten thee and thy purpose for my life, especially in.....
Forgive me, I pray thee; help me to amend and grant me courage to persevere in righteousness, through Jesus Christ our Lord.
Amen.

Thanks be to thee, O God, for all the blessings and opportunities of this day, particularly for .....
Make mine a grateful heart. Amen.

I ask thy richest blessing, our Father, upon those causes I hold dear, especially
And I beseech thee to surround with thy strength and love those near to me, particularly .....
through Jesus Christ my Saviour. Amen.

Into thy hands, O Lord, I commend my spirit. Amen.

Grace

Give us grateful hearts, our Father, for these and all thy blessings; make us mindful of those in need; relieve the suffering of the world and give peace in our time, through Jesus Christ our Lord. Amen.

GLOSSARY

Altar: the Holy Table

Altar Rail: the rail dividing the sanctuary from the choir

Credence Table: the table or shelf on which the wine and the bread (and alms basin) are set before service

Gospel side: the left, when facing the altar

Epistle side: the right, when facing the altar

Nave: where congregation sits

Choir: where choir sits

Sanctuary: the space inside altar rail

Chancel: the choir and sanctuary

Pulpit: where the minister stands to preach

Lectern: the stand from which the Bible is read

VESTMENTS OF THE CLERGY:

Cassock: the long garment, usually black

Surplice: the white robe worn over cassock

Stole: the silk strip of the color of the season worn over the shoulders symbolizing the "yoke of Christ"

Tippet: the long black scarf worn for Choir Offices

Hood: the academic cape used on some occasions worn about the neck, hanging over the back

Vestments of the Servers:

Cassock: the long garment, black or colored, under the cotta

Cotta: the short white garment worn over the cassock

Alb: the long white robe worn over the cassock by the crucifer in some churches

The Vessels of the Holy Communion:

Chalice: the cup for the wine

Paten: the plate for the bread

Ciborium: the box containing the bread before it is placed on the paten

Cruets: the vesssls containing the wine and the water before they are poured into the chalice

Alms Basin: the plate upon which the offering is presented at the altar

Offering Plates: the plates used by the ushers to collect the offering

_____ Server

_____

(Name of Church)

_____

Director